HOW TO GET THINGS DONE FAST

PROCRASTINATION KILLER

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Introduction

People go through their lives continuously taking on different challenges each day. Whether it is in school, at work, or at home, there are many things that always come up and cause too much stress on a person. He might simply have too much to do and not have an opportunity to get enough rest. There are instances when a person handles a task on a tight schedule, feeling that time is never on his side.

In both situations, it can get scary to think about what can happen, and it can be even harder to think about failure. There is no need to feel this way anymore. Sometimes, things happen, and there is no choice but to wait until the last minute.

Whether this is because an assignment is due in the morning or if there is too much to do in one day, learning how to work faster for your own benefit is the best way to go.

Procrastination is a harsh term that gets thrown around and disrespected. The truth is that everyone does it, and everyone wishes that they could figure out how to complete their work faster while still providing the highest quality. This book will guide you through all the positive and negative results that come from procrastination. It will also show you better ways on how to complete an assignment after postponing it for so long.

Either way, you should be able to find success by reading this book. Read through the chapters and take down some notes. After you read through the final chapter, you will have a full understanding of what procrastination does to a person, why it happens, how it can benefit you in the long run, and how to help yourself to work quickly and efficiently.

CHAPTER 1

THE SCIENCE BEHIND PROCRASTINATION

Chapter 1: The Science Behind Procrastination

People will always say how bad procrastination is before ever truly realizing why it happens. It is a natural approach which people rely on at the last minute. It is about how they will continually agree to take on another assignment before finishing the previous one. This is not about responsibility and whether the person can complete tasks or not. It is about wanting to take on a challenge and finish more assignments than the person next to them.

This is a common scenario especially in the workplace where employees will compete to keep their jobs. Sometimes, the only way to do this is to take on more assignments and finish them faster. Whether they were turned in at the last minute or not, they take on more assignments just to impress their managers. People question

themselves whenever they push back an assignment another day or even another week. Sometimes, an assignment that is due the next day will continuously be pushed back because people keep switching their focus throughout the day.

The Brain of a Procrastinator

This happens because a battle between the limbic system and the prefrontal cortex occurs in the brain. The limbic system controls the amount of pleasure and relaxation that a person will naturally feel. The prefrontal cortex controls the amount of planning that the mind must go through. Simply put, when a person chooses to push back an assignment by either an hour or a day, the limbic system is taking over the prefrontal cortex. This situation often happens as people like going through the constant cycle of waiting until the last minute.

The reason the limbic system continues to be more in control and overpower the prefrontal cortex is because it is one of the older and more dominant parts of the brain. This system automatically runs

through the process of strengthening itself more often than any other part of the brain. It is one of the first systems which develop inside the brain, responsible for keeping a person away from carrying out unpleasant actions.

For example, when a child looks at a flame, he might get curious and want to touch it. The limbic system tells his brain not to touch the flame because it will hurt him. This system does not focus on the damage that would be inflicted but the amount of pain that would be felt.

Compared to the limbic system, the prefrontal cortex is developed at a later stage. In science, this system is also known to be one of the weaker parts of the brain. The main feature of this part of the brain is that it runs through stimulus than an automatic process. People think that thoughts develop automatically in the prefrontal cortex, but it is quite the opposite. It sits right behind the forehead and has to be made to function for it to work. The moment a person sits down to work on an assignment and consumes time in continuing it, he is telling his brain to keep working on the task instead of lingering off.

This is a difficult thing to do especially when the limbic system continues to bribe the brain to relax right at that moment. Even

though relaxing for a bit sounds good, the prefrontal cortex understands that the assignment must be completed by a certain time and if not, the person will go through a certain punishment that will make life less relaxed. The closer the due date of an assignment, the quicker these two parts of the brain will negotiate to understand which action should be taken.

Why Do We Procrastinate?

The truth is, the action which leads to more relaxation tends to win each time. The closer a person approaches a due date, the more he begins to panic since he feels that he cannot relax as much. The moment this is felt, it is easier to keep the prefrontal cortex engaged. It is easier to continue each assignment since it is understood that there will be more pain the longer the person waits. This is one of the few times where both sides of the brain win. The prefrontal cortex gets to complete the assignment while the limbic system feels less pain.

Another reason a person procrastinates is because he feels a certain rush the longer he waits for an assignment to be completed. He is able to take on the challenge of finishing everything at the very last minute and feels rewarded by doing so. It is all about the idea of cutting it close but still being victorious at the end. When a person waits until the last minute to finish an assignment, he sees a challenge and feels what he thinks is an adrenaline rush. What he is actually feeling is a small dose of dopamine moving quickly through the brain. It is a good feeling that comes with the expectation of getting a reward every time an assignment is completed. This boost gives enough reason for a person to continue coming back to the idea of waiting for as long as he can before completing any type of assignment.

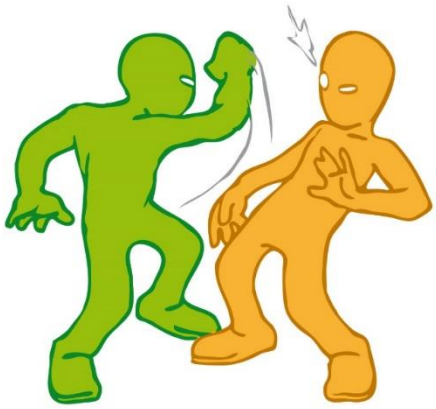
The Inner Struggle In Getting Things Done

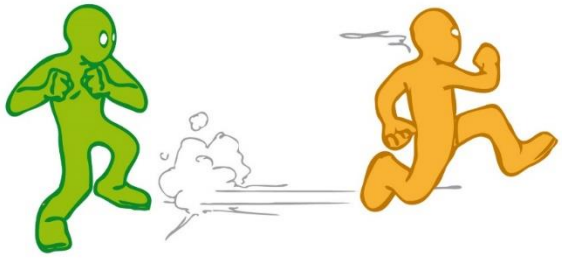
Since the hormone dopamine continues to run through the brain during these situations, it causes a person to lose his sense of control. He starts to form a battle within himself to see how much self-control he truly has. While he knows that an assignment is due soon, he also knows that the intense feeling of waiting until the last minute is just right around the corner. He could choose to finish the assignment ahead of time to gain more time to relax later, or he could choose to relax first and push the assignment back to challenge himself to finish the assignment at the last minute.

Having self-control means that the prefrontal cortex and the limbic system are equally functioning. There are no boundaries to try and cross to have one side win over the other. Instead, they seem to work together to ensure the highest amount of efficiency within a person. While a person is in control of his mind and what he is doing at the moment, his reaction to the hormones is quite difficult to overcome. It is all about the feelings that would rather be felt – the victory at the last moment to feel the rush of dopamine in the mind or a calming sense of being ahead to strengthen the prefrontal cortex.

While dopamine is the main factor which contributes to the reasons behind procrastination, adrenaline can still exist in this situation. The part of the brain that produces adrenaline is called the amygdala. It is associated with an automatic emotional reaction which is triggered whenever a situation that is difficult for the mind to process arises. This happens when a situation is outside of the boundaries of everyday life.

For example, a person can walk or drive to get to the places where he needs to go. One day, he can end up running late when he is normally always on time. This causes him to panic and become overwhelmed. He will not know what to do, not thinking clearly as a result.





The “Fight-or-Flight” Response

At this moment, the brain evaluates the choice using the “fight-or-flight” response. When it comes to choosing between doing an assignment or not, the fight response in the amygdala would choose to do the assignment at that moment. The flight response would push the assignment back another day, and once again, instead of doing what needs to be done, the brain would choose to procrastinate.

Generally, the amygdala does not choose one side over the other, unlike the limbic system which always chooses relaxation. The amygdala chooses the side which allows the person to have the highest amount of safety. For example, if a person needs more sleep, the amygdala will choose for the person to get more rest rather than do the assignment. It is all about focusing on the healing of the body rather than focusing on the tasks of the day or the week.

Overall, the brain is in a constant battle between which side to choose. It will continue to evaluate the different variables to figure out whether to procrastinate or not. The brain will continue to crave for hormones every time a person chooses to procrastinate, and it will find more reasons to take on more assignments to

continue feeling the rush of a challenge. Even though it feels good to wait until the last minute to achieve success, the best way to strengthen the prefrontal cortex is to practice stepping away from the habits of procrastination.

CHAPTER 2

HOW PROCRASTINATION CAN DESTROY YOUR LIFE

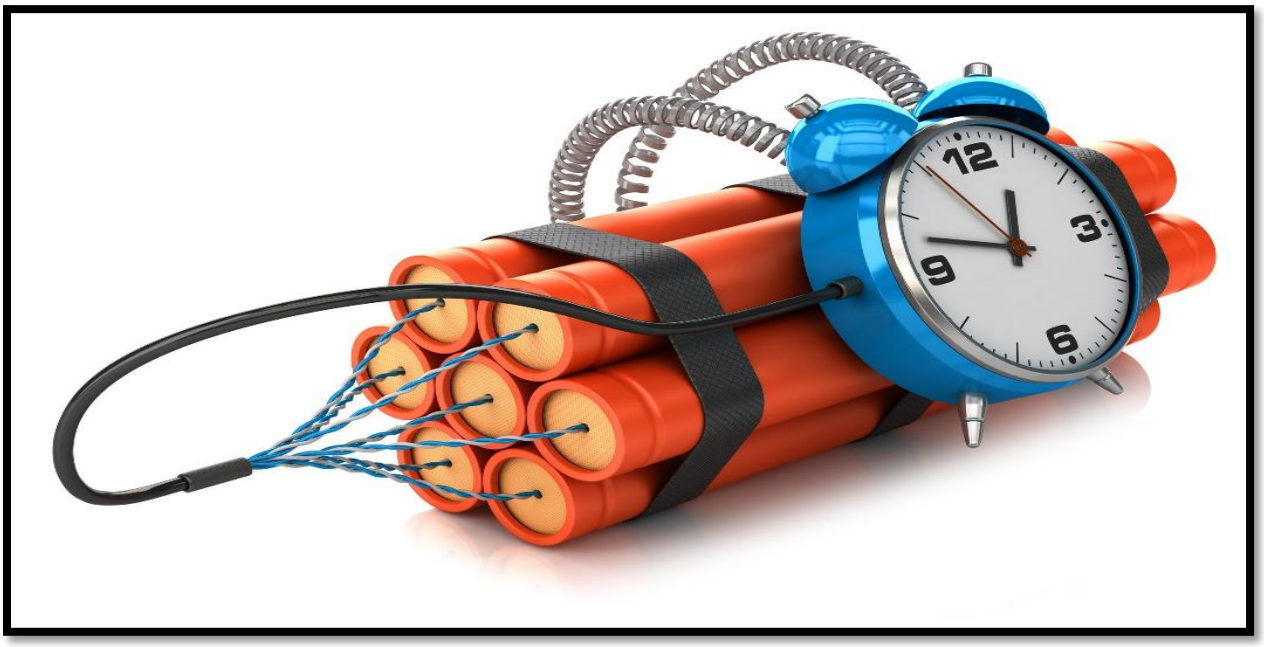
Chapter 2: How Procrastination Can Destroy Your Life

In the previous chapter, the layout of the brain was explained through the science of procrastination. The brain utilizes hormones when making decisions, always looking at the best outcome for a person. It does not matter whether the outcome is about resting peacefully or completing an assignment. It is about learning what the body needs at a specific moment.

The "Escape" Mechanism of The Brain

Even though many things can be done throughout the week, the brain will continue to choose relaxation to ensure that the body is well-rested and that there is more dopamine in the system at the end. Since the mind will not always choose the best route to take, procrastination can be a bad thing to rely upon as it can damage your lifestyle choices.

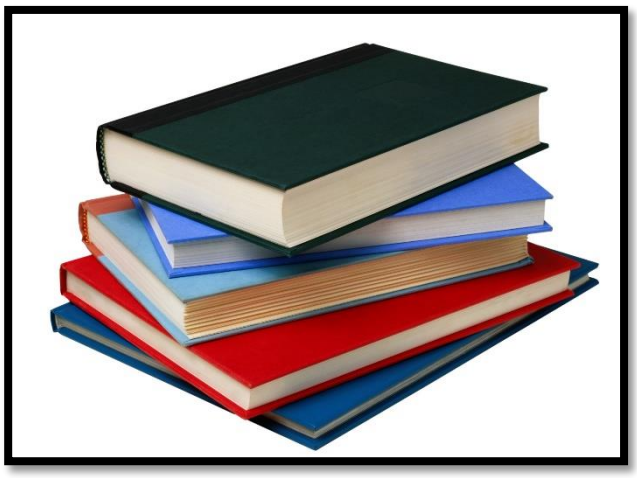
The 4 Reasons Procrastination Can Be Devastating To A Person's Life



1. It Causes Him To Mismanage His Time

The first reason procrastination can be devastating to a person's life is that it causes him to mismanage his time. It causes him to lose track of when an assignment is due, causing more trouble than good. When it comes to either a school or job assignment, the important thing is to make sure that each assignment is done on time or turned in close to the due date.

Sometimes, people will wait about a week before starting an assignment. They will prioritize relaxation without ever realizing the level of punishment they could encounter. There are times when people come down to being able to complete only one assignment. Some think this is not a big deal since there is always something else that will enable them to get back up. They can always do something that will tell their employer that they are still worth employing. Alongside, always running against time can add years to your life.



For example, you are working on a project that does not have a due date, but it is a publication which can set you up for better jobs in the future. Nothing says directly that you must work on it straight away. Nothing states that it needs to be done within a certain amount of time.

Since there is no exact due date for the publication, the mind sees that there is plenty of time to continue pushing it off until the last minute. Then, years go by, and the publication is nowhere near

complete, and the same chain of low-wage jobs keeps impacting you. If you simply took the time to work on a small amount every day or at least once every week, you would have a better job with accompanying wage. It is not always about when the next due date is. It is about moving through the changes in life to understand that work constantly needs to be done to gain success as the years go by.

2. You Can Miss Certain Opportunities In Your Life

The second reason procrastination can be bad for you is that you can miss certain opportunities in your life. You might not be able to meet the goals that are formed right in front of you. It is all about going through your life to realize that it is changing and that things can be different. When you approach the deadline for a project at work or in school, the most important thing to consider is what you can achieve in terms of opportunity. Most opportunities that happen in life only come around once. No one is ever guaranteed a second chance at an opportunity.

Since this happens, being a procrastinator can be very harmful because you wait until the last minute to grasp these opportunities. Even though most people will immediately see an opportunity right in front of them, they will continue to wait until the last minute and not do anything. That is the moment the opportunity is lost. The world works by giving people opportunities. If you do not have any opportunities at hand, then you must use your goals to inspire you to work harder to be able to move forward and find success in life.

Are You Working Towards Your Goals?

When it comes to meeting goals, it is more about accepting challenges. Throughout the day, people can take on any task and still carry out their daily routines. But when it comes to having an actual goal, it becomes harder to achieve when procrastination is in the picture. Some people will say that if a person really wants to achieve something, he will achieve it. Well, this might be true in the sense where people can develop themselves and continue to work towards a goal until they complete it.

Procrastination happens when a person relax more than focus on the goal itself. In this sense, even when a person has a strong desire to change, he actually won't because he will keep delaying this change in his life. Whether he is trying to change his eating habits, physical activity, or even his job, it is all about allowing a change to come. But that change will need to come at a certain point. There are no actual points where a person is forced to stop or change the deadline of his goals. Because of procrastination, it becomes harder to complete one's goals in life

3. It Ruins Your Goals And Opportunities

The third reason procrastination can badly affect your life is because it ruins your goals and opportunities. In this sense, procrastination can ruin your career. It is more than just taking on a simple job and then waiting until the last minute to complete everything. It is about forming a bad habit within yourself which tells you to wait until the last minute to complete anything.

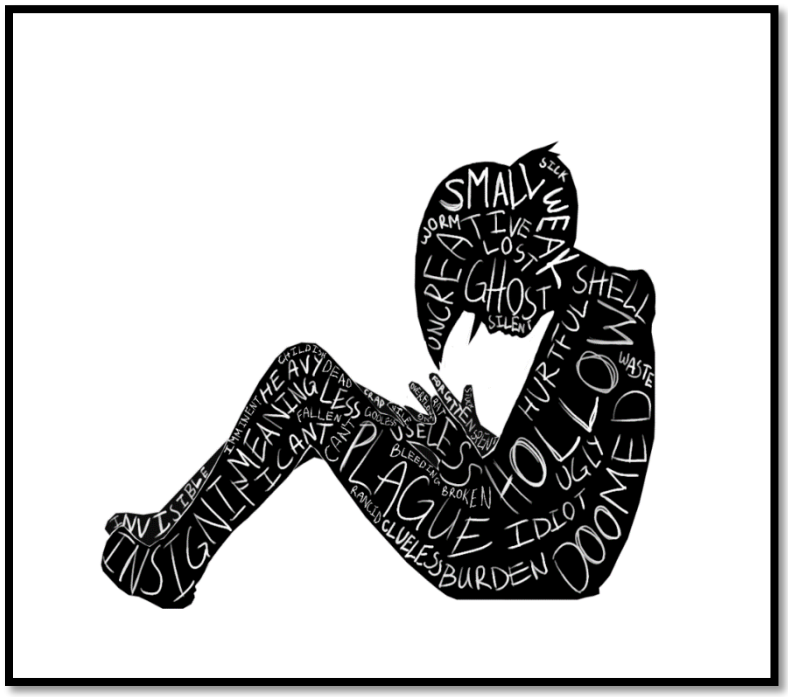
Therefore, whenever you apply for another job or look for a different career, your interviewer will look at your records and see that you are not the most responsible employee. This will make it much harder for you to find a new job, and therefore it will be

harder to accept and maintain a different career. The management of a business wants every employee to be efficient when carrying out tasks.

If you are an employee that causes the downfall of a business, your managers will not hold their breath to keep you or give you another chance. They will simply let you go, leaving you to search the real world for a new job. The same cycle will happen because procrastination is within you, and it keeps you from meeting deadlines and doing your best during meetings.

You might even have to deliver an important speech which you only prepared the night before or even an hour before the meeting itself. Your manager will see that you are not working hard enough and that you are not worth being employed by the company. Therefore, your company will let you go considering that you always wait until the last minute before carrying out important tasks. It is always best to realize that there are more important things to do than just sitting down and doing nothing.

4. It Will Cause You To Have A Lower Self-Esteem



The last thing that can happen when it comes to procrastination is that it will cause you to have a lower self-esteem, leading you to make poor decisions. It is one of those vicious circles and periods of life where people form habits that they walk themselves into, and these are usually much harder to get out of.

Procrastination itself is not going to necessarily be the cause of this; it will just reinforce this idea. It will make a person's self-esteem even lower because he will realize that he always waits until the last minute and that he is not someone a business can rely on. He will begin to doubt himself and ask questions as to why he is unable to be responsible and do assignments as early as possible. He will begin to wonder how he got to this point and begin to question other points in his life that he has been waiting on and has not even seen.

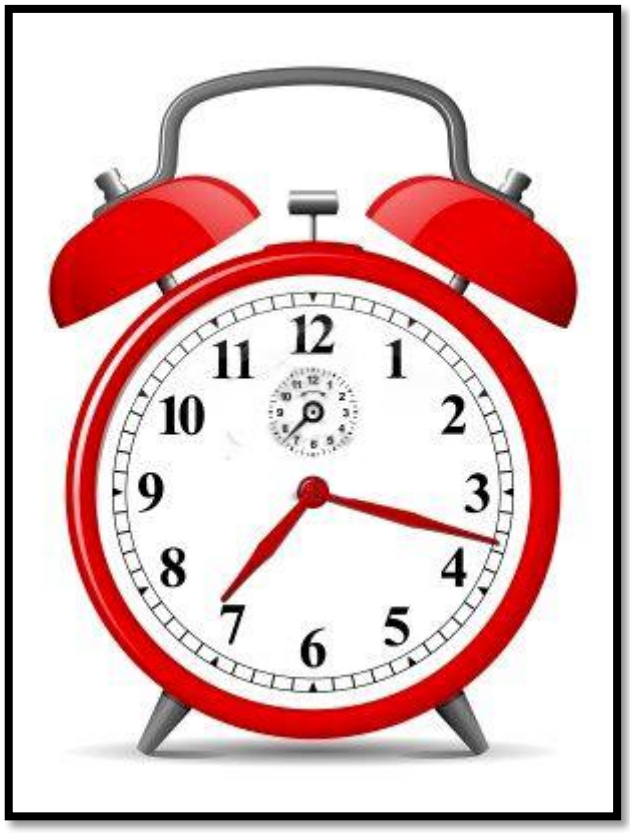
If you are a person who focuses on building self-esteem, procrastination is one of the worst habits you can develop. At this point, it is all about making decisions in life. If you procrastinate, you will always make poor decisions because you choose to wait until the last minute. Take note, though, that not to procrastinate is not a rule. It simply should not be considered in most cases because it causes stress. And when it comes to stress, poor decisions are made.

CHAPTER 3

MANAGE YOUR TIME, MANAGE YOUR LIFE

Chapter 3: Manage Your Time, Manage Your Life

The previous chapter covered why procrastination can be a bad addition to any person's life. It can be a habit that can cause a major downfall, resulting in corruption within the mind. It might start with waiting to do things until the last minute, but then it all comes down to the final choice of a person.



He goes through the motion of thinking that he can stop at any moment when tasks take over his life. It is the point where a person will see that not only is he losing his pay for the assignment, but he is also losing respect from his superiors and colleagues because of his attitude towards responsibility. His manager will see that he is not doing

nearly as much as the others, therefore concluding that he is not a great employee to retain. At this point, he should be able to see that change needs to happen.

This chapter will discuss ways on how to manage your time when procrastination comes into the picture. It will also show you how to manage your life in terms of being able to complete assignments on time and with the highest quality. The information below can serve as a helpful guide on what you can do to prevent procrastination. As you continue reading this book, it would be helpful to write down these tips and highlight the ones which apply most to you.

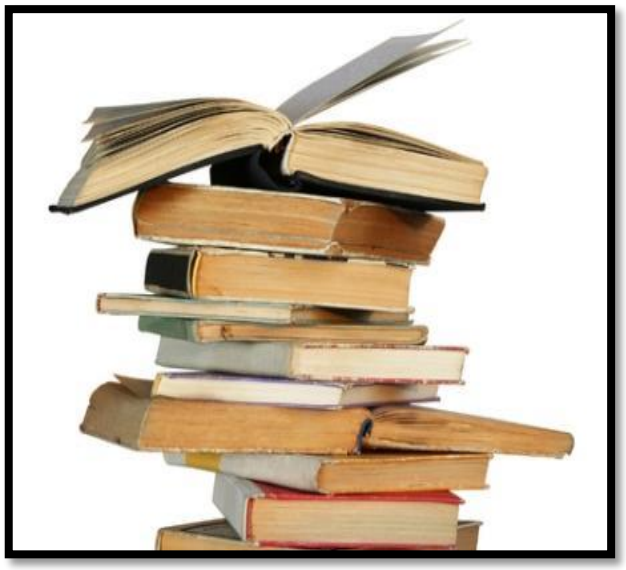
When reading the information that is presented, think about what kind of worker you are. Imagine that you are a writer, a researcher, or a professor. These professions will have various timelines for assignments and different levels of intensity as to how to complete them. Depending on the kind of worker you are, one tip might work better than the other.

3 Steps To Stopping Procrastination

1. To realize that you are indeed performing this habit

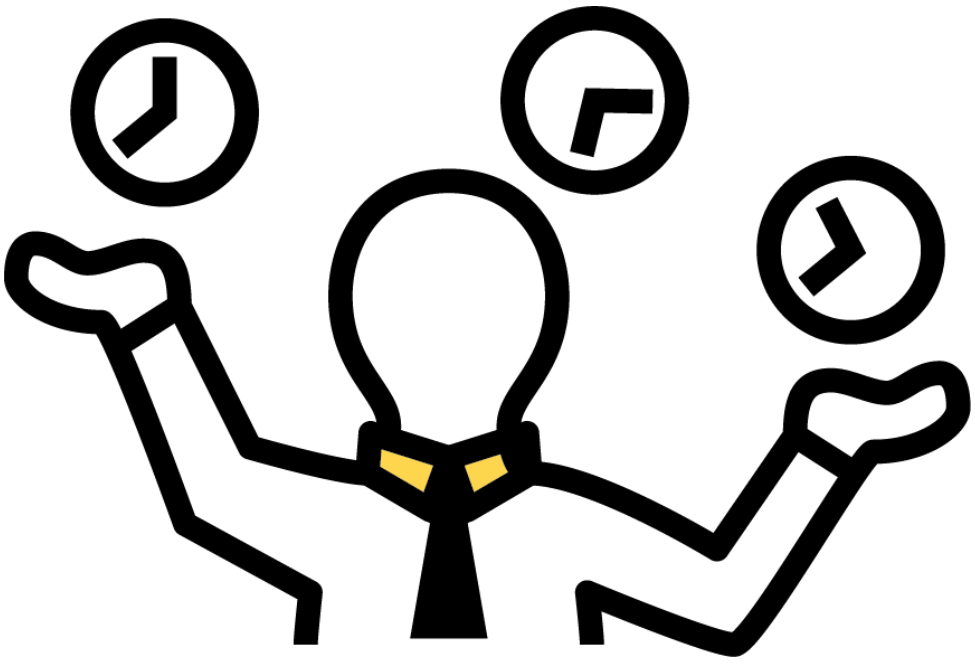
The first step to stopping procrastination is to realize that you are indeed performing this habit. This is about you being honest with yourself and realizing that you are waiting until the last minute to complete things. Some people will be able to see this quickly; other people will take longer to do so. It does not matter when you realize you are procrastinating. What is important is for you to acknowledge that it is happening in your life.

6 Signs Of A Chronic Procrastinator



The first sign that will prove you are procrastinating is when you choose to work on low-priority tasks instead of higher-level assignments. The second sign is when you realize that you are spending the majority of the day reading emails several times over without ever starting work. This is where you have one email in front of your face, and you read it five times over without ever starting the task that was stated in the email. The third sign is where you take on a high-priority task and then go off to enjoy a cup of coffee.

The fourth sign is when you leave an important item undone on your daily task list. You know that it is something that you must do, but still, you never get to it. The next sign is when you realize that you are normally doing tasks that are not necessary throughout the day. This shows that you always decide to fill your time with things that are not important to your employer. You always think that your own relaxation is the main thing.



The last sign that will make you realize that you might be procrastinating is when you always wait for the right time or the right feeling to do an assignment. This is where you will continually transfer your blame to the idea that you are not in the right mindset to do an assignment, so you will wait until you are ready. Sometimes, people use this as an excuse to not do any work and push it back to the last minute.

This is not about you feeling tired and therefore waiting to feel more awake to complete any assignments. Instead, this is about delaying a task that should be done in a day and instead of branching it out to three or four days just because you are not in

the right mood to do it.

2. To understand why you are doing it in the first place

The next step to stopping procrastination is to understand why you are doing it in the first place. This part of the process is dependent on you and the task at hand. It is important to know that there are different elements in any situation, and sometimes one is more relevant than the other. A reason why a person could be procrastinating is because of how he feels towards the job he has.

If a person finds his job unpleasant, he will do everything he can to avoid going to work. Either that or while at work, he will simply not do anything because he is tired of being there. Jobs will always have many unpleasant aspects to them, and the best way of dealing with these aspects is

simply to focus on a more enjoyable thing that is happening within that day. Switching your focus to more enjoyable thoughts or moments in life will help to relax the mind, therefore helping you to concentrate more on the job itself. This way, you will be able to get things done quickly and stop thinking about your unpleasant job.

Another way to determine why you might be procrastinating is to realize that you could simply be disorganized. This is not to say that you are a messy person. This is more about how you work, how you prioritize things during the day, and how you schedule items to stay on track. If you are the type of person who will finish an assignment and then just wait for the next one to come without thinking about how to make proper use of the time, you might indeed be a disorganized person especially when it comes to scheduling the proper amount of work that needs to be done.

Other times, people will choose to look at how long it will take them to finish a task. They do this ensure that they do not have to work on another task. This situation reflects being less efficient in terms of getting more work done within a day. It is all about how people only accomplish a part of a large assignment instead of getting three things done in one day, blaming the idea that it is a large assignment.

People who are organized in their work or set a definite schedule get to avoid procrastination because they can break down the amount of work that they need to do in a specific period. They also understand that there is a possibility that their daily task list might increase. Even though a person is organized, he can still feel rather overwhelmed by the tasks at hand. It is a situation where he will feel that he has too much to handle and that one day, he will think about how he will be unable to finish an assignment in time.

Both ways lead to the realization that he has taken on too much work, and that he is feeling the intensity of being on a tight schedule and not having anything work for him. At this point, he might begin

to doubt himself even if he has the right skills or resources to go on with the job. He might begin to find comfort in doing smaller tasks to make sure that he is still able to succeed. The problem with this situation is that the time it took to do the smaller tasks could have been used to perform the larger task that he was working on in the first place.

People might think that success is about completing every single assignment no matter how much needs to be done. It is not necessarily about completing everything in front of you. Sometimes, it is simply about being able to push back on a couple things to get the primary task done. It is also about looking at the whole situation and realizing that the more important things should be done first. In these kinds of situations, perfectionists are usually the procrastinators.

They will spend time looking over every detail of the assignment to ensure they meet the standards that their manager has laid out. The time spent double-checking and making sure that everything is working is actually wasted time. It could have been better spent working on another assignment. While this is a harsh way of looking at it, it is all about realizing that a person has the tendency to procrastinate because he is trying to get every small detail in, resulting in him not having any choices but to push back other

assignments to accomplish a particular one.

Perfectionists who continue to push back assignments will develop poor decision-making skills in the long run. They will get used to the fact that they can wait until the last minute to do everything. When this happens, they will not be able to decide which assignment should be done first. It will get to the point where there is no difference between an important and an unimportant task. Basically, these people will develop bad decision-making habits in which they will not be able to successfully decide upon what should be done in terms of completing work.

3. To learn more about anti-procrastination strategies

The third step to realizing that you are procrastinating with your work is to learn more about anti-procrastination strategies. Later in this book, strategies on how to stop procrastination will be discussed. For now, the above mentioned general tips have been set in place to keep you motivated and ensure that you continue working well. Since procrastination is truly just a habit, it is all about developing a better habit that can take over the other.

Anti-Procrastination Strategies

1. Reward Yourself

The first thing to do to keep you motivated with your work is to come up with your own rewards for completing an assignment. For example, getting a bowl of your favorite snack while working can serve as a reward. Every time you finish working on a problem area, you can eat a part of the snack. This way, you will be motivated to continue working forward just to have a taste of that small reward.

2. Find Accountability Buddy

The second thing you can do to make sure you stay motivated is to ask someone to check up on you. The support of this person making sure that you are alright and that you are on track will help to pressure you to continue working. It will motivate you to ensure that when he returns to see what you have been doing, you can show him that you have actually been working successfully. On the other hand, it is like having your boss walk in randomly and seeing that you have not accomplished anything.

3. Be Accountable To Your Own Actions

The third thing that can be done is to determine and carry out an unpleasant consequence for not doing the task. You can take away the rewards you have set for yourself or spend more time at the computer working instead of walking outside. Basically, instead of taking a break and relaxing in the middle of work to reward yourself for getting so much done, you will sit there and continue working because you are punishing yourself for relaxing when you should have been working hard.

4. Weigh & Seek Out Your Best Options

The fourth thing that can be done is to work out the cost of the time you have utilized and think how this cost will impact your employer's budget. This is where you will see how much pay you will get if you complete the assignment on time versus submitting it late. It is about doing things which your manager has deemed important on time for you to get paid.

Procrastination Killer Tips For Chronic Procrastinators

If you are a person who procrastinates because you are disorganized, then the above tips which aim to stop procrastination will not apply to you. Instead, the tips that follow might work for you since they will show you how to get organized.

1. Write Down A Simple To-Do List

The first thing you can do is to write down a simple to-do list of daily tasks. This is to ensure that nothing is forgotten and that you complete everything no matter how unpleasant or overwhelming

the tasks are.

2. Set Priorities

The second thing to do is to look at this list and arrange the tasks from the most important to the least. Doing the things that are most important first will produce the best outcome for the day. Once this task is done, you should remember that other things still need to be done, but they are not as important.

3. Scheduling & Project Planning

The third thing to do is to become better at scheduling and project planning. This way, you will know exactly when to start your projects and tasks.

4. Set The Time Required To Complete Each Individual Tasks

The next thing you can do is to set a certain amount of time for each item on the list. You should be able to make an estimate as to the amount of time you will need to complete a task on the list.

For example, cleaning a kitchen might only take an hour while completing an entire website might take five hours. Ensuring that you can work within the allocated time and working close to it will help you to stay on schedule. The most important thing to do is to focus on one task at a time. If a task becomes too overwhelming or if you are seeing too much on the list, try to break things down into smaller sections. This will help you to create a better plan which will allow you to continue working and rewarding yourself instead of just stopping altogether for the rest of the day.

CHAPTER 4

HOW HIGHLY SUCCESSFUL INDIVIDUALS OVERCOME PROCRASTINATION

Chapter 4: How Highly Successful Individuals Overcome Procrastination

In the previous chapter, the different ways on how to control procrastination in your life were brought forward. The importance of determining whether you are a procrastinator or not was discussed, also covering various points as to how you can properly manage your time. This chapter will examine real-life scenarios which relate to how people could completely overcome procrastination in order to live a more responsible and efficient life. The following paragraphs will highlight what certain people did to be successful in completing any assignment on time. They were able to finish their work way before the deadline because they did it right on the spot with motivational ideas in mind.

What Makes Them Exceptional?

To start, these people are no more than your average person. What makes them exceptional is the fact that they were able to overcome procrastination, and this achievement enabled them to go farther in life. They used to have the tendency to push off assignments and continue waiting until the last few minutes to get everything done. They noticed what was happening and decided to put a stop to it. The best part is that they decided to share their experiences by writing these tips, aiming to help other people succeed. To specify, these people are coaches, authors, productivity experts, entrepreneurs, and bloggers.

1. Mike Vardy

The first person is Mike Vardy. This man is a productivity strategist and the founder of Productivityist. He overcame procrastination by simply attaching a kind of "mode" to every single task. Once he was in a certain mode, he was able to stop himself from pushing away the assignment and just do it right on the spot. Every time he had a task in front of him, he continued with it because he was in the right mindset at that moment. This was just the beginning of his success when it came to overcoming procrastination.

Continuing with his strategy, he learned about different resources which helped him to develop various modes to defeat this bad habit. For example, a person can use his current mode as a motivating factor. When a task requires a resource-based focus, he knows that it can be done in either Outlook or Evernote. Another example is a task that is energy-based. This can be anywhere between a task that requires a low or high amount of energy.

An important assignment that requires more focus and input because it takes longer to do will demand a higher amount of energy to complete it. The last part talks about how you can develop these modes within yourself and find ways to maximize your

efficiency. For example, you can choose to work using simple programs on the computer or do your tasks at a different time of day. Some tasks are easier to do in the morning versus the evening because it depends on how awake or how relaxed you are throughout the day.

2. Darren Rowse

The next person is Darren Rowse, the founder of ProBlogger. He overcame procrastination by designing his own weekly schedule. He started by listing the activities which needed to be done

throughout the week. Then, he organized them by determining which tasks had to be accomplished on a specific day within that week. These tasks were then placed in order of the amount of energy it would take to do them and how important they were, depending on which day of the week it was.

Sometimes, there were tasks which had to be completed by Tuesday while others had to be handed in by Friday. If there were three assignments which had to be submitted by Tuesday, then the tasks which took the most amount of energy to complete were prioritized. Darren ordered his tasks by determining the amount of energy it would take to complete them. This strategy made him realize that it was better to complete his tasks in two days instead of just one. From there, he set a goal for himself to complete these tasks within a certain amount of time during the day. As a result, he was able to design a schedule that stopped procrastination in its tracks. He points out that the key to being efficient in accomplishing quality work is knowing how to prioritize the tasks in your schedule.

3. Erik Fisher

Up next is Erik Fisher. He is the author and productivity podcaster of Beyond The To-Do List. He found that the best way to avoid procrastination is to be ready to say “no.” Apart from doing tasks which you are *able* to do, it is equally important that these tasks are something you really *want* to do. When taking on an assignment that is not so interesting, it is easy to wait until the last minute before acting on it because you simply do not want to do it.

When an exciting assignment arises, it is much easier for you to complete it earlier on in the week. Also, it is easier to make time for

it and set it as your task of highest priority for that day. On the other hand, after setting up a long list of tasks that should be completed within a certain amount of time, sometimes it is still difficult to sit down in front of a computer and truly work on an assignment that is scheduled to be done during that time.

The second step which Erik mentioned about beating procrastination is to break down each task into the smallest number of sections as much as possible. Breaking down projects this way will make it more manageable for you to complete them. Therefore, you can slowly reward yourself for getting past another step. This strategy will make your tasks less overwhelming, and it also makes them more plausible to complete in a faster amount of time.

4. Tony Stubblebine

The last person is Tony Stubblebine, the CEO and corporate founder of Coach.me. He broke through procrastination by using basic meditation and by understanding that it is an obstacle that needs to be overcome. He viewed this scenario as a challenge to control his thoughts and to control what he was doing throughout the day.

Meditation taught him different levels of awareness and control which helped him to stay focused on everything that had to be done. He describes procrastination as something that happens in the

subconscious level of the mind. It is through focus where a person will be able to see how much he can accomplish towards a single assignment. Tony faced this mental battle to fight procrastination head on. Simply by meditating and taking deep breaths throughout the day, anyone can focus more on their work and finish everything on time.

CHAPTER 5

GOOD VS. BAD PROCRASTINATION

Chapter 5: Good Vs. Bad Procrastination

This chapter will tie together all the information from the previous chapters. From learning about how procrastination could be bad for you to seeing how it can sometimes be a good thing for you, this chapter will explain more about how it can be used to your advantage.

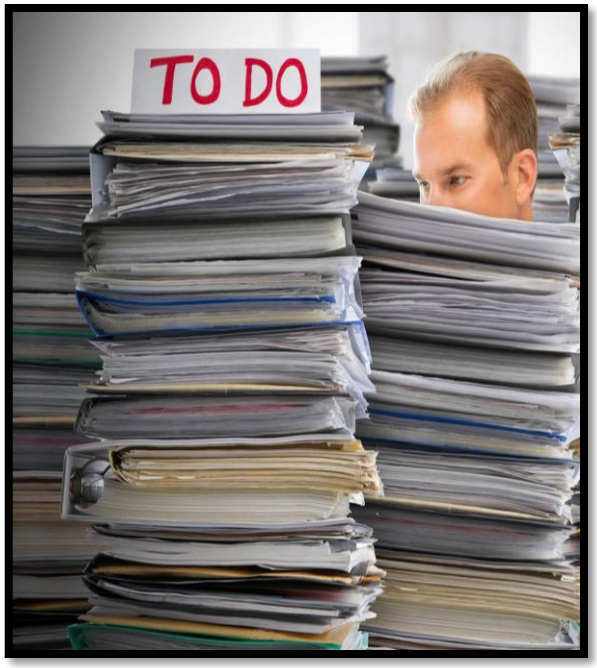
To start, we will explore the idea of pushing off assignments to double your level of productivity. At the beginning of this book, it was discussed that waiting until the last minute produces hormones which can force a person to work faster. At this point,

you can use the same concept to manipulate your mind into working on a large task near the deadline to complete it in less time. For example, if an assignment is going to take ten hours to complete on a normal day, it might only take seven hours to complete it when it is done close to its deadline. This is because the person who is working on it will feel rushed to complete it, and he will try to work as fast as he can to submit it on time.

Leveraging Procrastination – How Procrastination Can Help You Get Things Done FAST

1. Provides Energy Boost

The first way a person can use procrastination to finish his work faster is by getting an energy boost. Energy is hard to maintain throughout the day. It will slowly decrease until it reaches the point where a person wants to procrastinate.



Every task that he accomplishes throughout the day will surely take a bit of energy from him. When he runs out of energy, he will feel forced to wait until the last minute so he can feel that sense of challenge and gain a boost of energy to finish his assignment on time. If a person uses procrastination in this sense, he will find himself going against deadlines more often. His employer will then see that he can complete assignments faster even though he waits until the last minute. Since he can prove that he can complete an assignment faster, he will be given more work, causing him to become overwhelmed.

Because of this, it is better to be careful and not to use procrastination for every assignment you have. Looming deadlines by themselves cause a lot of stress and anxiety. They cause a person to start craving for the adrenaline that causes his energy boost. This scenario is similar to where a person will question himself, wait until the last minute, and want to get that positive reinforcement from the energy boost. Even when a person has no energy left because of a long workday, the fear of not submitting an

assignment on time will provide that all-important energy boost to get the job done.

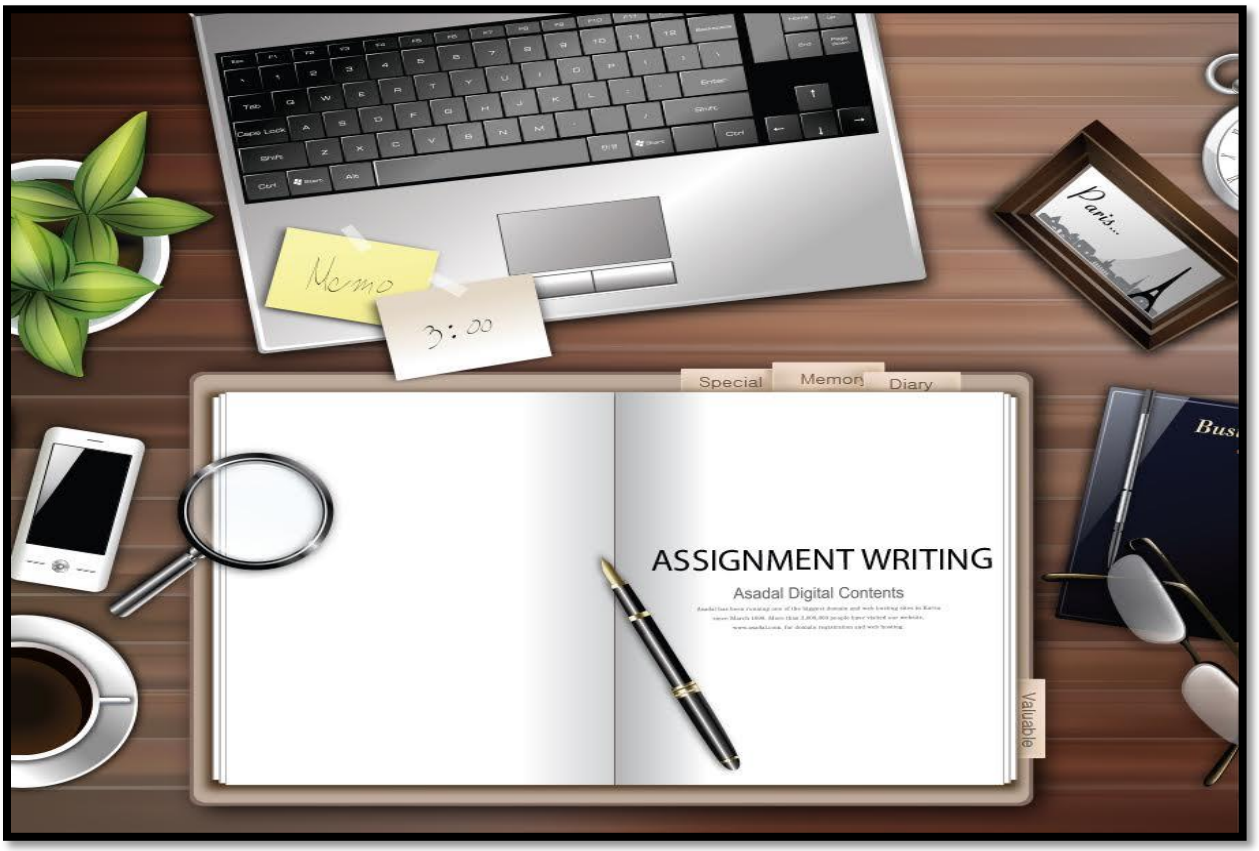
2. Learn How To Be Focused

The second way to use procrastination to your advantage is to learn how to become focused. While most people believe that they can focus well on any task, they still get distracted at times. To test if you are focused or not, work on a paper for two hours.

If you tried to find any videos to watch, decided to hear the next song on your playlist, or got up to stretch your legs within those two hours, the chances are great that you did those things to distract yourself from completing the assignment. When you are working on a task, the best way to stay focused is to make a firm decision on things. You can either continue working on the assignment, or you can look away for a few minutes.

These options will always exist every time you work on a task. Even for people who are used to procrastinating, it is still difficult to ignore the work that is in front of them especially when they know that there are consequences if they do not complete it in time.

Knowing this can improve the focus of a person since he does not want to get punished at any point. He would rather spend a few hours experiencing stress and pain than face the consequences of not completing his assignment on time.



3. Delegate & Prioritize Tasks

The third way to use procrastination in a positive way is to delegate and prioritize the tasks in front of you. Earlier in this book, it was mentioned that it is important to schedule everything that needs to be done during the day. Everyone in the workplace deals with major

and minor tasks daily. When listing these tasks on a sheet of paper, it is always best to organize them from the most important to the least, also taking into account the amount of time needed to accomplish them.

Doing this will make it easier to get through the entire list. When leaving a larger assignment to the end of the day, a person can use the energy boost brought about by procrastination and use the pressure he feels to get that long assignment done in a short amount of time. Being behind schedule for an assignment will prompt you to exert maximum effort to complete it before the deadline. The moment you start to feel that you are getting close to the end and you do not have to work as much anymore, this energy boost will start to decrease.

As a result, you will feel like pushing the assignment back once again. You must create a baseline for yourself to make sure that your work gets done on time. It is important to estimate the amount of time it will take, and then sit down for that same amount of time to accomplish your task. Once you have set a baseline for yourself, it will be much easier to finish projects on or before a certain deadline.

From there, you will simply have to practice and learn to determine

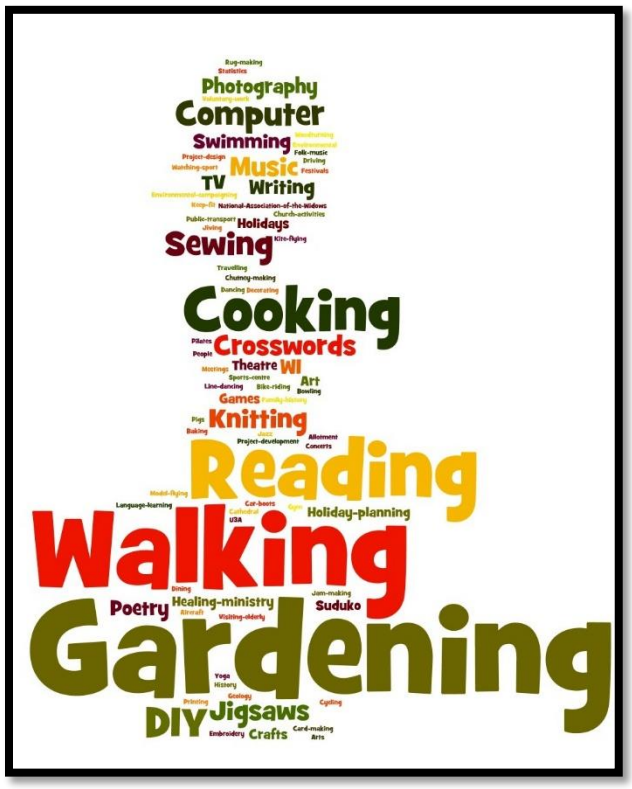
how long it will take to do certain assignments and how much you are able to work in a certain period. Some people might be able to sit down for seven hours straight when they work on a single project. Others might only be able to work for two hours straight. Remember that you are different from your colleagues and that you must work around your limitations to fulfill your assignments.

4. Set Up A Work-Life Balance For Yourself

The last way you can use procrastination positively is to set up a work-life balance for yourself. When developing yourself as a leader for your company, procrastination will simply come naturally because there is so much that needs to be done. In this situation, a person will deal with more work than he is used to. Therefore, he will not be able to focus on some parts of his life.

For example, a small business owner might take a whole month setting up his office and making sure that his insurance cover is in place. In the same month, he will not be able to spend as much time as he would like with his family. It is important to realize that time should be set aside for every part of your life. You should dedicate

time for yourself, your family, and work. It is always important to have time to yourself so you can think about the kind of person you have become.



Having lots of hobbies and raising a family while working is a hard thing to accomplish. It is not about getting one thing done or having one focus at a time.

Instead, it is more about realizing all the parts that are important to you. You should be able to spread yourself evenly when doing different tasks during the day. Doing this will create a stable balance that causes less stress on you. The best way to develop this balance is to think about what you do in a day. If you spend more time at work than with your family, then your life is out of balance.

You must realize that holding things off until the last minute will make it harder for you to strike a balance since anything can

happen. At the same time, procrastination can be used to create time for yourself. Working on something at the last minute will allow you to do it faster and give you time to work on other things the next day. Take note that it is not a good thing to rely upon procrastination, but it can be used to develop a balance within your life.

Bad Procrastination

Procrastination becomes a bad thing when it causes a person to become more stressed than he was before. This will start to happen when he has too many assignments to work on and not having

enough time to complete them before their deadlines. With a scenario like this, it is natural for a person to think if he is still doing the right thing. In the process, he is also losing sleep and slowly becoming malnourished. People will push things until the last minute thinking that they can get more sleep and relax more.

The reality is that a procrastinator will not be able to do an assignment which would normally take a person five hours to do in just an hour. The moment he starts to feel stress and anxiety after completing an assignment signifies that he has gone over the line. This situation arises when a person relies on procrastination too much, simply trusting the idea of pushing back an assignment until the very last minute. When he starts to submit things on time even though he is procrastinating, he will start to use it more often and forget about deadlines.

Procrastination can be a good thing when it leads to the balance and success of completing your assignments. It is about using one's mind to get a rush of energy to finish the tasks of the day. The four items above state how you can positively use procrastination to improve yourself and advance in your workplace. People will realize that they are using it in a good way when things are being accomplished quickly. When they start to develop a schedule alongside utilizing procrastination, they will be able to use it in the best way possible. This way, they create a balance within their lives and continuously learn new techniques.

CHAPTER 6

DON'T BE AFRAID TO SAY NO

Chapter 6: Don't Be Afraid to Say NO!

The most important factor that will help you to avoid procrastination is not to allow yourself to fall into the habit in the first place. A person must be able to determine how much he has to do and how much he can take on in a day. While scheduling the tasks of the day can help, there is a limit to what he can do.

To avoid this situation, the best thing to do is to learn how to say “yes” or “no” to any task that is given to you. To do this successfully, look at what you are already doing.

If you have already accepted five assignments, you should not take on another one until you have a firm grasp on those five others. Do not be afraid to decline another opportunity when you already have other tasks to complete. It is alright to wait for another assignment to come in while you work on your current assignments. Also, it is better to have everything done before allowing yourself to take on another assignment.

Another thing that can happen is that you take on some work which is not as important as you think. It is one of those situations where you accept a project which you think is worth half of your paycheck, but it turns out not to be even worth half a day's salary. To know how much an assignment is worth, simply ask questions. It is important to know how much you

will be paid for it.

Try to determine the amount of energy and effort needed to complete that assignment. If it will pay you twenty dollars for six hours' worth of work, think about it. Could you make more money working on a different project for the same amount of time? Another thing you should do is to determine if you really want to accept an assignment. If you accept a project which you do not really want to do, it will take you much longer to complete, and it will be easier to push it back until the last minute. When trying to stop procrastination from happening, it is better to evaluate assignments and accept the ones which would be worth your

energy.

Be Bold – Say 'No' To Worthless Activities

Assignments and projects aside, don't be afraid to say NO to any worthless activities that robs you of your time. Before you give in to anyone's demand, ask yourself this simple question, "Does this serve my higher goals and purpose?" If you instinctively say "No" to that question, don't hesitate any longer to walk away from it.

The Death of a "YES-man"

Often times, people tend to be the "Yes-man" to others and are simply too afraid to turn down their offer even though they knew that they were being taken advantage of, or what others are demanding them to do is a total waste of time.

Many believe that saying yes was the only option if they wanted to build connections, foster friendships and relationship. Above all, everyone wants to look like a "Nice and Agreeable" person, and saying "No" has such a negative connotation. They end up saying yes too often till others assume that it was their default setting to

say yes, and began to take advantage.

Hey, can you help me finish up this urgent assignment that I need to hand in tomorrow? I've got a date tonight! (For the 10th time)

Truth: I couldn't be bothered with the assignments when I know you'll do it for me when I ask.

Hey, it's been awhile… I saw your pictures to Maldives a year ago! Can you send me your list of hotels, restaurants, and recommendations in the next 2 hours? Love ya!

Truth: I'm too lazy to Google the place and plan the trip myself, but hey, I know you'll do it!

It's crazy that we're willing to sacrifice our time and energy just because saying 'No' makes you look like a bad guy. Not to mention that most people are actually addicted to saying yes. They give in to the temptation to grab a cig, go for a drink, etc. when their top priority tasks were put on hold (And probably never accomplished). Sounds familiar?

Truth is, the day that you learn how to say "NO" would be the day that change your life for the better.

Be Honest To Yourself

Learn to be more completely honest to yourself before you agree to something. Always ask yourself, “Does this serve my higher purpose?”, and answer honestly whether it’s a Yes or No. Decide, and don’t be afraid to say ‘No’.

What would happen if you decline? Would the world cease to exist? I don’t think so. Would the person demanding it from you feel offended or butt hurt? Maybe. But that’s totally okay. It really doesn’t matter because you know that what they demand from you doesn’t serve you. And more often than not, they’re not angry at you. They’re most likely indignant because now they have to do all the inconvenient stuff on their own instead of placing the responsibility on others.

Remember this – You are not required to set yourself on fire to keep others warm.

Just because you’re capable of completing a task, doesn’t mean you should or must.

So don’t be afraid of the word “No”.

No is not a bad word. In fact, it’s an appropriate word. It’s okay not

to do something that doesn't serve you at all. It's okay to put off activities that expend your time when you've other more important tasks in hand. The word "No" draws a clear boundary to make sure that others respect your time, limits, who you are as a person, and what's important to you.

Conclusion

This book was written to create awareness on procrastination and to educate people on how it can be used in life, how it develops in the mind, and the reasons people have it. When it comes to the science and research behind procrastination, the mind proves to be a wonderful thing; it is able to create more energy when it undergoes stress and pressure. Using this ability can help you to advance in your workplace and create a new kind of balance in your life.

When reading through the chapters, it is important to write down important information which can help you to work better and more efficiently. Everyone is different, and they will use whatever technique is better for them. This book has listed a wide range of techniques to help you in controlling and using procrastination in your life. Remember to be careful in using it when dealing with your workload. Waiting to do things at the last minute has benefits, but it can also cause a person to become overwhelmed.